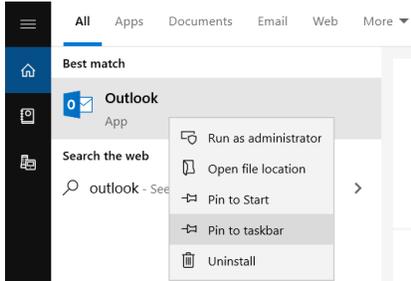


Access and Add an Outlook Shortcut to your Desktop

Search "Outlook" in search bar on your desktop



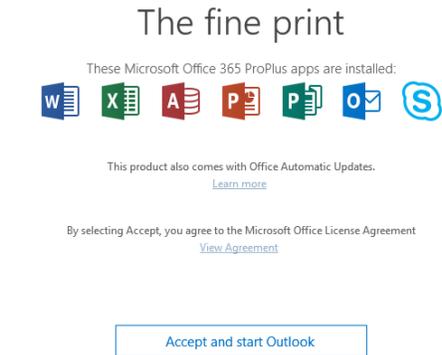
Right click on Outlook app and click on "Pin to Taskbar"



Click on the Outlook icon to open the application



Click on "Accept and start Outlook"



Your email address should be populated. Just make sure it's formatted here; click connect. You should now be directed to your Outlook app. Allow a few minutes for all emails to populate within your mailbox. Please see me if you are having issues with your Outlook setup.

Welcome to Outlook

Enter an email address to add your account.

[Advanced options](#) ▾

Connect